

## ATTACHMENT J-4 MONTHLY CONTRACT STATUS REPORT TEMPLATE

### **Header Fields**

### **Definition**

1 <sup>st</sup> Line	Company Name and ProTech Contract Number.
2 <sup>nd</sup> Line	Report Date and Period the report covers in MM/DD/YYYY format.

### **Data Fields**

### **Definition**

Task Order Summary	List in sequential numeric order each awarded TO and TO Modification (TO Number / TO Modification Number)
TO Title/Description	Provide the Title and/or short description of the awarded TO / TO Modification.
Date of TO Award or	Indicate the date the TO or modification was awarded; put in MM/DD/YYYY format
Customer Organization	Indicate the NOAA Customer Line / Staff Office / Division / Branch for which the TO / TO Modification was issued.
TO Type	Indicate the type of TO Awarded (i.e. FP, T&M, etc.).
Period of Performance	Indicate the date to which the performance under the TO began and the date for when performance is to end, to include all options. Indicate the start and end date for a listed TO Modification if the TO Modification changes the TO's Performance Period.
Total TO Value	Indicate the total value, inclusive of all options, for all awarded TOs and the total value of each TO. If a TO modification was issued obligating additional funds to the TO, list that amount for total value.
Amount Obligated to Date	Indicate the amount of funding that has been obligated on the awarded for all TOs and the total obligated amount for each TO. If a TO modification was issued obligating additional funds to the TO, list that amount.

TO Contracting Officer	Indicate the Name, Phone Number, and Email address of the NOAA Contracting Officer signing the TO Award document or the issued TO Modification.
TO COR	Indicate the Name, Phone Number, and Email address of the assigned NOAA Contracting Officer's Representative for the awarded TO.
Contractor TO Program Manager	Indicate the Name, Phone Number and Email address of the Company's Program Manager for the awarded TO. (For a listed TO Modification, indicate the Contractor TO Program Manager for the TO being modified.)
Status of each TO for Reporting Period	Summarize the status of each TO for the reporting period, including major milestones achieved, major risks, and any issues which may affect cost, schedule or performance. Also include any significant changes to the contractor's organization.